



FIRE RESCUE

ALBEMARLE COUNTY

STANDARD ADMINISTRATIVE POLICY

Subject: Department Identification Cards

Reference Number: SAP-DEP-011

Effective Date: 1 June 1998

Last Revision Date: 1 April 2006

Signature of Approval:

J. Dan Eggleston, Chief

Purpose:

The purpose of this policy is to outline the department identification card policies for career and volunteer personnel.

Background:

The initial policy was adopted by the Jefferson Country Fire & Rescue Association (JCFRA) at the June 1998 meeting.

Scope:

This policy applies to all career and volunteer personnel.

Definitions:

Active Personnel: those persons who regularly respond to emergency calls or regularly perform other duties for a fire, rescue, or emergency medical services station, either career or volunteer.

Policy:

1. Identification Card Contents

- Minimally, ID cards contain the following information
 - Emergency Medical Training Level
 - Fire Training Level
 - Special Team/Task Force Affiliations (if applicable)
 - First Name & Last Name
 - Station/Agency/Organization Affiliations (up to two)
 - Rank or Title
 - ID Card Number
 - Expiration Date
- Personnel may choose to have any of the following information included on the ID card:
 - Date of Birth
 - Blood Type
 - Gender
 - Height
 - Weight
 - Medical History
 - Allergies
- The ID card has a magnetic stripe which is encoded with the holder's Social Security Number. The Social Security Number is not visible on any part of the card.
- The ID card also has a barcode which is encoded with the holder's Social Security Number.

2. Volunteer Personnel

- To obtain a Department identification card, volunteers must present an authorized and signed Volunteer Action Form to the Department of Fire Rescue.
- Photo identification cards may be obtained on Tuesdays and Thursdays from 0800-1200 Hours and 1300-1600 Hours or by appointment. To schedule an appointment, volunteers may contact the Department via e-mail or telephone.
- Volunteers must present a valid government-issued photo identification (driver's license) to obtain a Department ID.

3. Career Personnel
 - Department identification cards are issued to career personnel during employee orientation.
 - Career personnel must present a valid government-issued photo identification (driver's license) to obtain a Department ID.

4. Access Control Badges for Buildings with Electronic Card Reader Systems (ECRS)
 - Access Control Badges will be issued to all active career and volunteer members whose stations are equipped with ECRS.
 - Badges will be issued at the same time as new ID cards and can be affixed to the back of the County ID card. Only one (1) badge per member will be issued.
 - Electronic access will be granted to each member for their station **only**, unless permission is granted for additional stations by the respective station chief.
 - All Access Control Badges must be surrendered to the Department upon inactive status (resignation, termination, etc.). Access will be electronically terminated immediately by staff upon notification from the station or division chief.

5. General Policies
 - ID cards are issued to all active volunteer and career personnel.
 - ID cards are the property of the Department of Fire Rescue and are issued for the official use of the cardholder.
 - All ID cards must be surrendered to the Department upon inactive status (resignation, termination, etc.)
 - ID cards are initially issued at no cost to the individual.
 - ID cards will be updated for personnel to reflect changes in status, training, rank, title, name, etc. There is no cost for the updated card.
 - Personnel must report lost or stolen ID cards to the Department immediately.
 - Lost ID cards will be replaced for a fee of \$2.00.
 - ID cards expire two (2) years from issue date. Personnel must make application for a new ID card upon expiration.